

State of Indiana
Indiana Office of Technology

Computer Access and Use Agreement

PLEASE READ THIS AGREEMENT CAREFULLY. IT CONTAINS IMPORTANT INFORMATION ABOUT THE DUTIES YOU MUST UNDERTAKE AND THE RULES YOU MUST ADHERE TO ONCE YOU ARE GRANTED ACCESS TO USE THE INDIANA OFFICE OF TECHNOLOGY (IOT) COMPUTER FACILITIES. YOUR SIGNATURE IS REQUIRED AT THE BOTTOM OF THIS AGREEMENT TO INDICATE YOUR ACCEPTANCE OF ITS TERMS.

In consideration for accessing and using IOT's computer facilities, network, licensed or developed software, software maintained or operated by IOT for other State entities, systems, equipment, documentation, information, reports, or data of any kind (hereinafter "Information"), User understands and agrees to the following rules:

1. That at all times utmost care shall be used in protecting Information from unauthorized access, misuse, theft, damage, destruction, modification or disclosure.
2. That any person or any use not specifically known by User as being authorized to access or use Information must be promptly reported to IOT Security Administration.
3. That Information shall be used solely for the purpose of conducting official State business, and all other use or access is strictly forbidden including, but not limited to, personal or other private use.
4. That at no time shall User access or attempt to access any Information without having the express authority to do so.
5. That at no time shall User access or attempt to access any Information in a manner inconsistent with the approved method of system entry.
6. That all Information developed while on the job or while utilizing State facilities or resources shall be the exclusive property of the State of Indiana.
7. That all software licensed, developed or being evaluated by the State cannot be copied, shared, distributed, disclosed, sublicensed, modified, reverse engineered, rented or sold, and that at all times User must use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by IOT or the State.
8. That only equipment or software owned, licensed or being evaluated by the State can be used by User. Use of personal or a third party's equipment or software at State facilities is strictly forbidden unless prior written approval has been obtained, and in the case of microcomputer software, a virus scan has been performed by the IOT LAN administrator.
9. That at no time shall User's confidential computer password(s) or premises access card be shared with or used by any other person.
10. That at no time shall User share or use another person's confidential computer password(s) or premises access card.
11. That at no time shall User leave a workstation without first ensuring that the workstation is properly secured from unauthorized access.
12. That User must report any and all violations of this agreement to IOT Security Administration promptly upon learning of such violation.

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13. That if User is found to be in violation of any of the above stated rules, he or she may face disciplinary sanctions, including a reprimand, suspension, termination from employment or criminal or civil prosecution if the act constitutes a violation of law.
14. That from time to time circumstances may require that this agreement be modified by IOT to reflect any changes in procedure or policy. The User will be notified in writing of any changes and will be required to adhere to such changes.
15. That by signing this agreement, the User acknowledges that he or she has read, fully understands and agrees to abide by each of the above stated rules as a condition of being granted access to use Information:

User's Name: _____
(Print Name)

Agency: _____
(Print Name)

Signature: _____ Date: _____

* User's MIS Director:

Director's Name: _____
(Print Name)

Signature: _____ Date: _____

* CIO approval is not required when User is an employee of the Indiana Office of Technology. For the purpose of this agreement, User's "MIS Director" is intended to mean the person who is recognized as being responsible for coordinating, overseeing, etc. information systems in the user's agency or division.